

WELCOME TO
CONNECT



Parcel Import

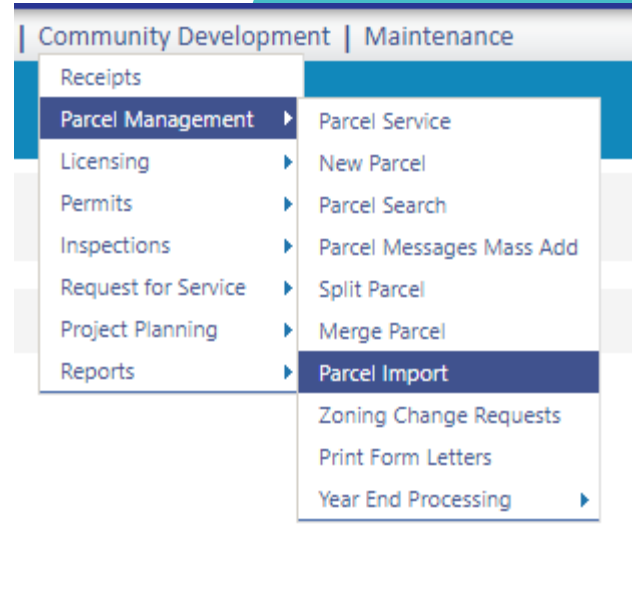


Steven Taylor

Conversion Specialist

Parcel Import

- New Parcels
- Parcel updates
- Community Development
 - Parcel Management
 - Parcel Import



File Layout

File Layout

I Will color code headers in example

Required Field								
Required Field with Validation Set requirement								
Non-required Field with all or nothing rule (If you fulfill owneraddress1, you must also fulfill the owner city, state and zip)								
Non-required Field with Validation Set requirement								
Obsolete Field - Do not use, however, column must remain for Pipe Delimiter								
Data Importable, however, no Front End visibility in the UI (Server Table accessible only)								
Data Optional								

File Layout

- Parcel Number is required
- If owner address is included the city, state, and zip are required
- Transfer Type is a validation set

ParcelNumber	Ownerfirstname	ownerlastname	ownermiddlename	owneraddress1	owneraddress2	ownercity	ownerstate	ownerzip	transferdate	transfertype
100009999999	Steven	Taylor		478 Sample Rd		Troy	MI	48084	4/10/2024	Standard

File Layout

- Parcel address must include City, State, and Zip
- Zoning Class, Property Class, and Exemption Class are validation sets
- Parcel square feet has no front-end field

propertyaddress1	propertyaddress2	propertycity	propertystate	propertyzip	zoningclass	propertyclass	exemptionclass	lotnumber	parcelsqft	parcelacres
135 Fake Rd		Troy	MI	48084		Residential			800	

File Layout

- Mapping level 1 is tied to Jurisdiction Mapping in Maintenance
- Mapping level 2 – 6 are not used but required for formatting
- Latitude, Longitude, and GIS_Id has no front-end field
- Primary Address Flag used when there are multiple address on one parcel
- Subdivision is not required but tied to a validation set

deedbooknumber	mappinglevel1	mappinglevel2	mappinglevel3	mappinglevel4	mappinglevel5	mappinglevel6	latitude	longitude	gis_id	primaryaddressflag	jurisdiction	subdivision
	MappingCode 1									Y	J1	

File Layout

- Secondary Owner info only used for joint ownership
- Old Parcel number is not used but required for formatting

secondaryownerfirstname	secondaryownerlastname	secondaryownermiddlename	secondaryowneraddress1	secondaryowneraddress2	secondaryownercity	secondaryownerstate	secondaryownerzip	secondaryownerpercentage	oldparcelnumber
-------------------------	------------------------	--------------------------	------------------------	------------------------	--------------------	---------------------	-------------------	--------------------------	-----------------

Creating the File

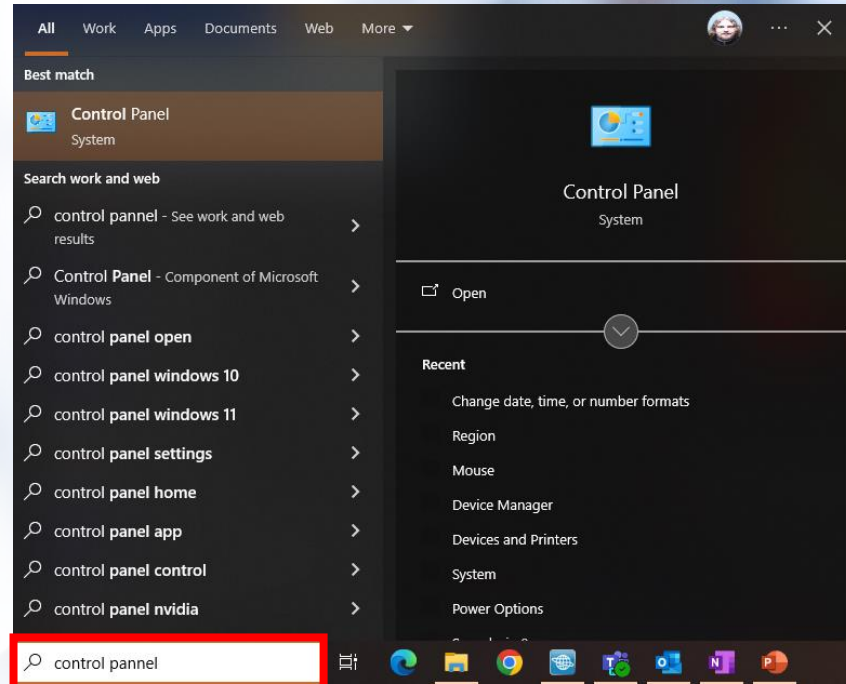
Creating the File

- Can be created in Excel
- Needs all fields
- Saved as pipe delimited .txt file
- Headers must be removed before import
- Keep excel file separate for easy updates

Setting up the pipe delimited file

Open Control panel

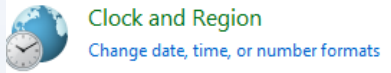
Use the search function



Setting up the pipe delimited file

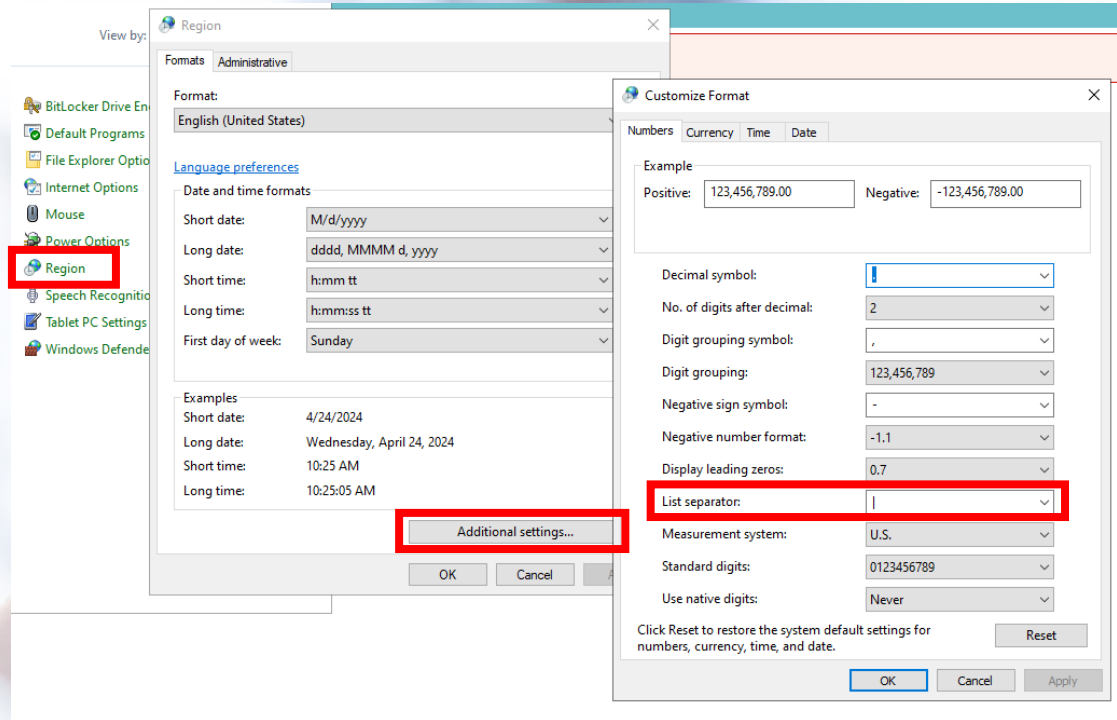
Select Region

- May show as Clock and Region



Additional Settings

Line Separator



Export to CSV

ParcellImportHeaders.xlsx No Label • Saved

Export

- Home
- New
- Open
- Get Add-ins
- Info
- Save a Copy
- Print
- Share
- Export**
- Publish
- Close

Create PDF/XPS Document

Change File Type

Change File Type

Workbook File Types

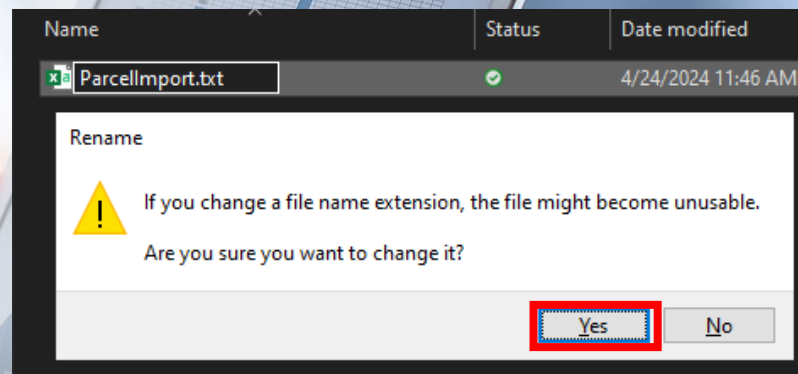
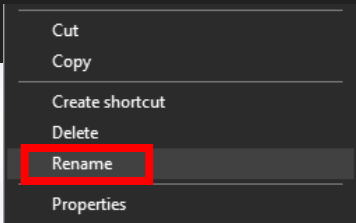
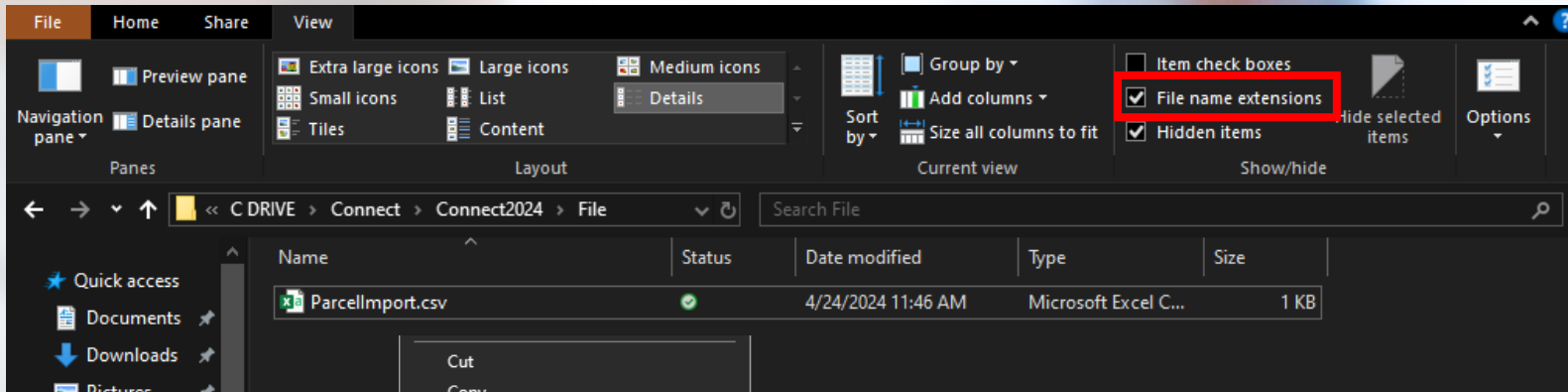
Workbook (*.xlsx) Uses the Excel Spreadsheet format	Excel 97-2003 Workbook (*.xls) Uses the Excel 97-2003 Spreadsheet format
OpenDocument Spreadsheet (*.ods) Uses the OpenDocument Spreadsheet format	Template (*.xltx) Starting point for new spreadsheets
Macro-Enabled Workbook (*.xlsm) Macro enabled spreadsheet	Binary Workbook (*.xlsb) Optimized for fast loading and saving

Other File Types

Text (Tab delimited) (*.txt) Text format separated by tabs	CSV (Comma delimited) (*.csv) Text format separated by commas
Formatted Text (Space delimited) (*.prn) Text format separated by spaces	Save as Another File Type

Save As

Rename to TXT file



Remove Headers

```
ParcelImport.txt - Notepad
File Edit Format View Help
ParcelNumber|Ownerfirstname|ownerlastname|ownermiddlename|owneraddress1|owneraddress2|ownercity|ownerstate|ownerzip|transferdate|transfe
100009999999|Steven|Taylor||478 Sample Rd||Troy|MI|48084|4/10/2024|Standard|135 Fake Rd||Troy|MI|48084||Residential|||800|||MappingCode
```



```
*ParcelImport.txt - Notepad
File Edit Format View Help
100009999999|Steven|Taylor||478 Sample Rd||Troy|MI|48084|4/10/2024|Standard|135 Fake Rd||Troy|MI|48084||Residential|||800|||MappingCode 1|||||||||Y|J1|||||||||
```

Importing The File

System Settings

Set defaults

Maximum batches kept in history

Verify against current records or previous import

Address option to create address or only use existing addresses

System Settings

No open import batches exist.

Maximum Number of Errors

Default Jurisdiction

Maximum Batches in Archive

Verify Updates Against

Owner Is Required

Default Improvement Type

Address

Ownership Changes based on

Deed Book Number

Owner Name

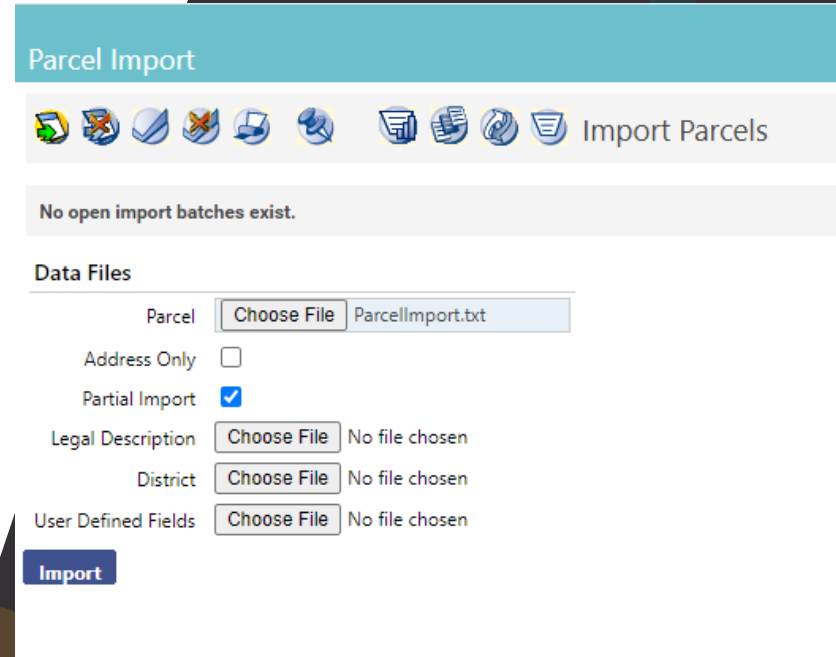
Transfer Date

Parcel Import Process

Select created file

Partial Import – updates only parcels in the file

Partial import should stay checked for 99.9% of usage



Parcel Import

Import Parcels

No open import batches exist.

Data Files

Parcel ParcelImport.txt

Address Only

Partial Import

Legal Description No file chosen

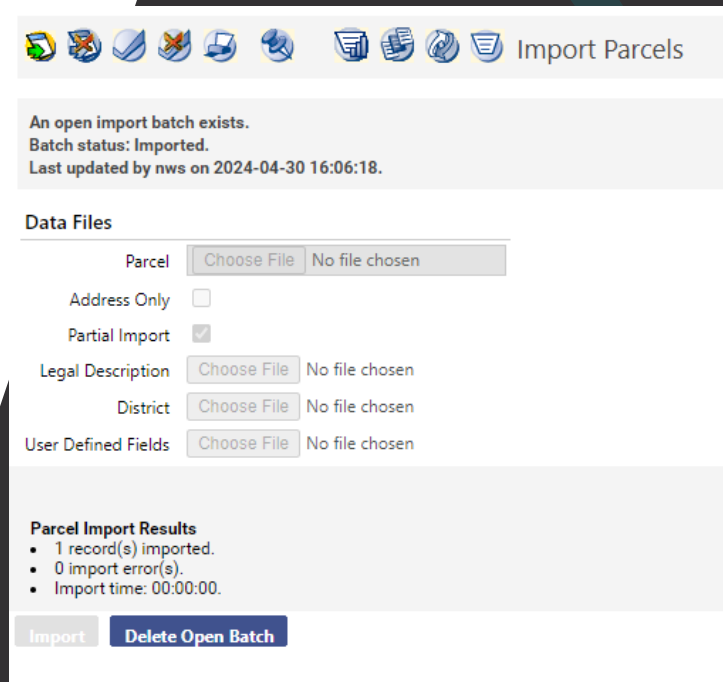
District No file chosen

User Defined Fields No file chosen

Parcel import Process

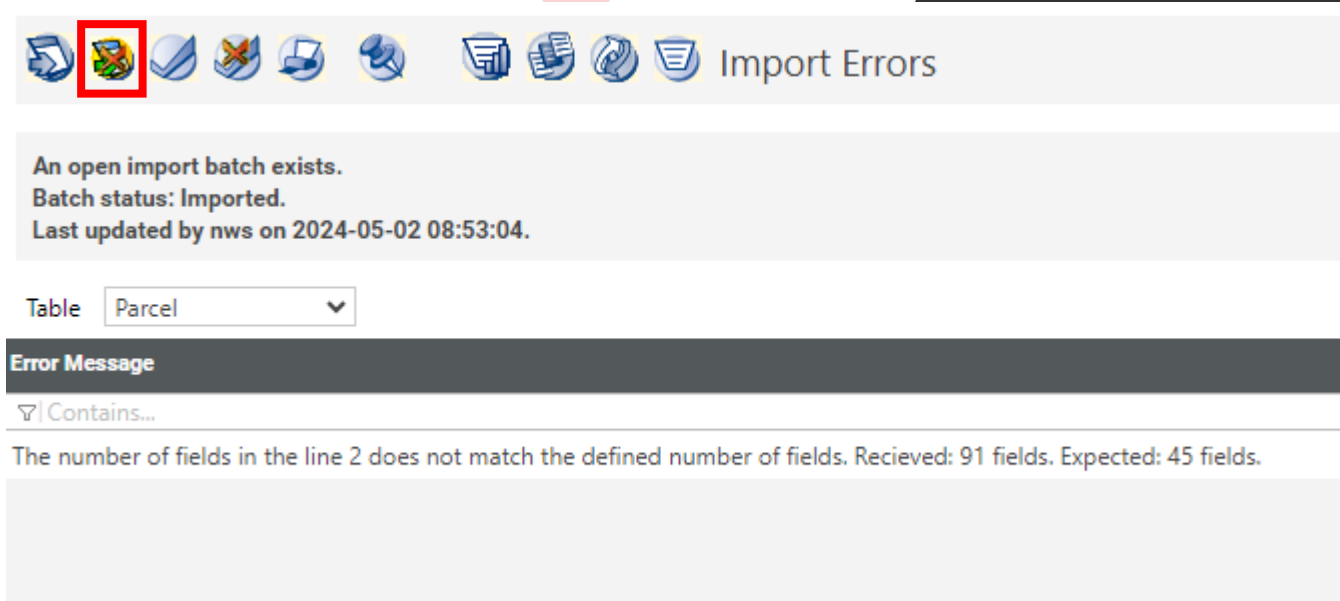
Open batch will give information on batch



Can delete open batch



The screenshot shows a web interface for 'Import Parcels'. At the top, there is a toolbar with various icons and the text 'Import Parcels'. Below the toolbar, a message box states: 'An open import batch exists. Batch status: Imported. Last updated by nws on 2024-04-30 16:06:18.' Underneath, there is a section titled 'Data Files' with several rows of input fields: 'Parcel' (Choose File, No file chosen), 'Address Only' (checkbox), 'Partial Import' (checkbox checked), 'Legal Description' (Choose File, No file chosen), 'District' (Choose File, No file chosen), and 'User Defined Fields' (Choose File, No file chosen). At the bottom, there is a 'Parcel Import Results' section with a bulleted list: '1 record(s) imported.', '0 import error(s).', and 'Import time: 00:00:00.'. Finally, there are two buttons: 'Import' and 'Delete Open Batch'.

Import Errors



  Import Errors

An open import batch exists.
Batch status: Imported.
Last updated by nws on 2024-05-02 08:53:04.

Table

Error Message

∨ Contains...

The number of fields in the line 2 does not match the defined number of fields. Recieved: 91 fields. Expected: 45 fields.

Validate import



An open import batch exists.
Batch status: Imported.
Last updated by nws on 2024-05-02 09:01:46.

Validate

An open import batch exists.
Batch status: Validation completed with errors.
Last updated by nws on 2024-05-02 09:02:15.

Results of Last Validate: Finished 05/02/2024 9:02:15 AM

- Parcel Validation Results**
- 0 record(s) validated.
 - 1 validation error(s).
 - Validation time: 00:00:01.

Validate

Validation Errors

Three main errors:

- Same Address
- Mapping errors
- Missing validation entry

An open import batch exists.
Batch status: Validation completed with errors.
Last updated by nws on 2024-05-02 09:05:06.

Table: Parcel

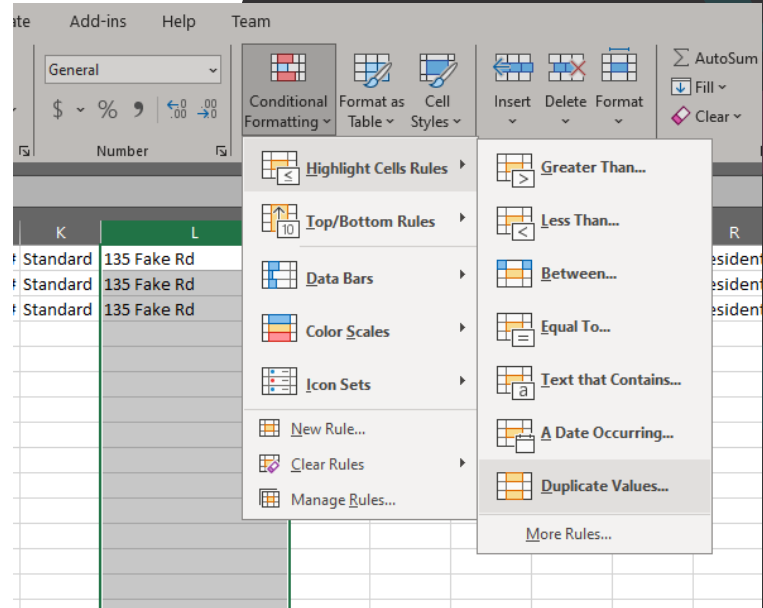
Error Message	Parcel
∨ Contains...	∨ Contains...
The value 'Standard' in the field PIParcel.TransferType does not correspond to a validation set entry and may ne...	100009999999
The value 'Standard' in the field PIParcel.TransferType does not correspond to a validation set entry and may ne...	100009999998
The value 'Standard' in the field PIParcel.TransferType does not correspond to a validation set entry and may ne...	100009999997
The value 'Residential' in the field PIParcel.PropertyClass does not correspond to a validation set entry and may...	100009999999
The value 'Residential' in the field PIParcel.PropertyClass does not correspond to a validation set entry and may...	100009999998
The value 'Residential' in the field PIParcel.PropertyClass does not correspond to a validation set entry and may...	100009999997
The value 'MappingCode 1' in the field PIParcel.MappingLevel1 is not valid for Jurisdiction.	100009999999
The value 'MappingCode 1' in the field PIParcel.MappingLevel1 is not valid for Jurisdiction.	100009999998
The value 'MappingCode 1' in the field PIParcel.MappingLevel1 is not valid for Jurisdiction.	100009999997
The address '135 Fake RD " Troy", MI" 48084' is assigned to more than 1 parcel import record.	100009999999
The address '135 Fake RD " Troy", MI" 48084' is assigned to more than 1 parcel import record.	100009999998
The address '135 Fake RD " Troy", MI" 48084' is assigned to more than 1 parcel import record.	100009999997

Same Address

May be in file or address already used in system

Use Conditional Formatting to check file

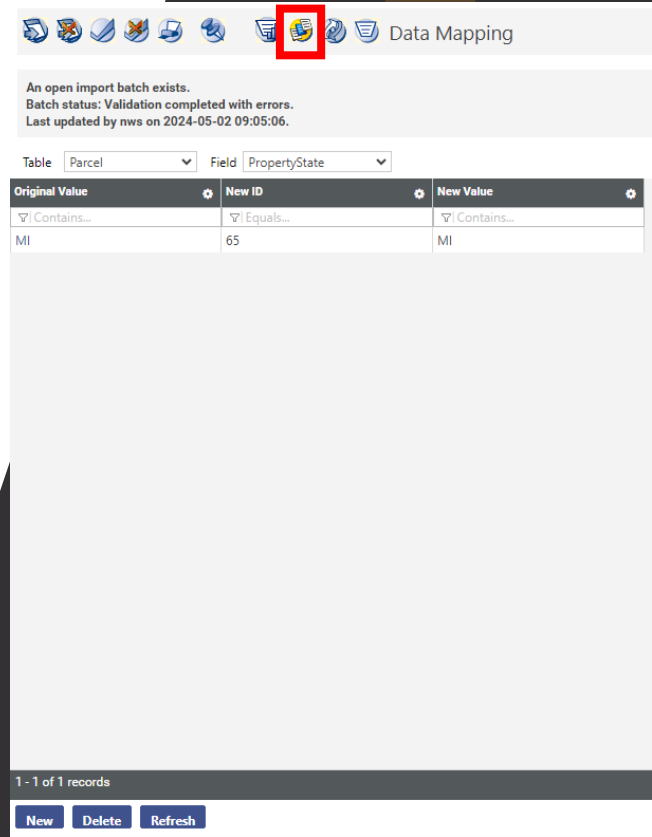
Check parcel service



Mapping Errors

Connects data to validation sets

May still need even when they match



An open import batch exists.
Batch status: Validation completed with errors.
Last updated by nws on 2024-05-02 09:05:06.

Table: Parcel Field: PropertyState

Original Value	New ID	New Value
MI	65	MI

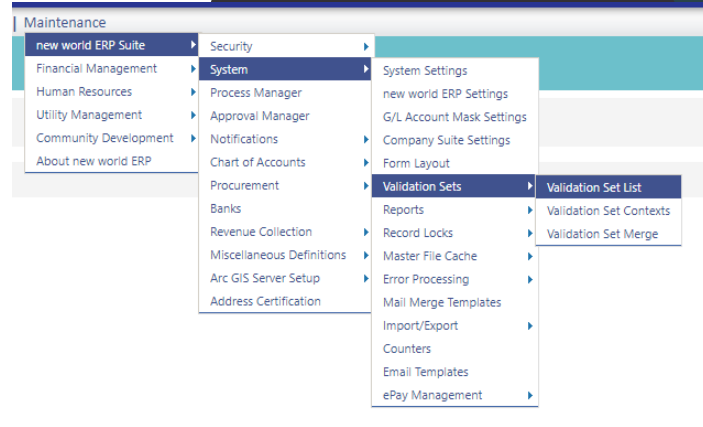
1 - 1 of 1 records

New Delete Refresh

Missing Validation Entry

Only if the value is completely missing from validation set

Make sure mapping is set first



Text Replacement

An open import batch exists.
Batch status: Validation completed with no errors.
Last updated by nws on 2024-05-03 08:53:01.

Table Field

Original Value	New Value
Contains...	Contains...
troy	Troy

Be Careful of Spelling

135 W Main St.

135 West Main St.

There are different to the system

Generate Reports

Can print any combination

Inactive parcels only works for full import

Generate Reports

An open import batch exists.
Batch status: Validation completed with no errors.
Last updated by nws on 2024-05-03 08:53:01.

Reports to Generate

- New Parcels
- Updated Parcels
- Ownership Changes
- Inactive Parcels
- Parcels Failed Validation

Report Processing Results

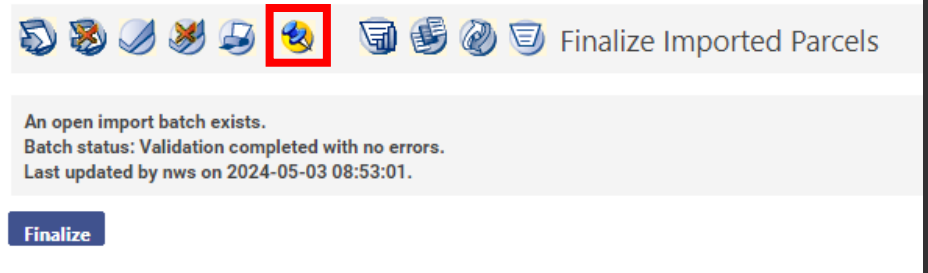
- Parcel Import - New Parcels Report submitted for processing.
- Parcel Import - Updated Parcels Report submitted for processing.
- Parcel Import - Parcel Ownership Change Report submitted for processing.
- Parcel Import - Inactive Parcels Report submitted for processing.
- Parcel Import - Parcels Failed Validation Report submitted for processing.

Print

Finalize Import

Last step in process

Make sure all parcels look good and the import settings are correct



The screenshot shows a software interface with a toolbar at the top containing several icons. The globe icon, representing the 'Finalize Imported Parcels' function, is highlighted with a red square. Below the toolbar is a notification box with the following text:

Finalize Imported Parcels

An open import batch exists.
Batch status: Validation completed with no errors.
Last updated by nws on 2024-05-03 08:53:01.

Finalize

Finalize Import

 Finalize Imported Parcels

No open import batches exist.

Results of Last Finalize: Finished 05/03/2024 8:59:25 AM

Parcel Finalize Results

- 3 record(s) created.
- 0 records(s) updated.
- Processing time: 00:00:01.

Legal Descriptions Finalize Results

- 0 record(s) created.
- 0 records(s) updated.
- Processing time: 00:00:00.

District Finalize Results

- 0 record(s) created.
- 0 records(s) updated.
- Processing time: 00:00:00.

User Defined Fields Finalize Results

- 0 record(s) created.
- 0 records(s) updated.
- Processing time: 00:00:00.

[Finalize](#) [Print Report](#)

Parcel

Address

Owner Name

[Go](#) [Advanced](#) [Reset](#) [New](#)

Parcel Service	
	J1 10000999999 137 Fake RD Steven Taylor
	J1 10000999999 136 Fake RD Steven Taylor
	J1 10000999999 135 Fake RD Steven Taylor

Questions

Maintaining Parcels

Parcel Service

Parcel Service

Parcel

Address

Owner Name

[Go](#) [Advanced](#) [Reset](#) [New](#)

Parcel Service

- J1 10000999997
137 Fake RD
Steven Taylor
- J1 10000999998
136 Fake RD
Steven Taylor
- J1 10000999999**
135 Fake RD
Steven Taylor

General [Edit](#) [Notes](#) [Print](#) [Case](#) [Permit](#) [Stop Work](#) [X](#)

Jurisdiction	J1	Subdivision	
Parcel	10000999999	Lot Number	
Property Class		Developed Property	✓
Zoning Class		Status	Active
Exemption Class		Inactive Reason	
Mapping Reference	Mapping1	Inactive Date	

Districts [+](#)

Legal Description [+](#)

Dimensions [+](#)

User-Defined Fields [+](#)

Parcel Service


Parcel Service

Parcel - J1 100009999999

        General

Jurisdiction	Jurisdiction 1	Status	Active
Primary Address	135 Fake RD	Inactive Date	
	Troy, MI 48084	Inactive Reason	

Jurisdiction

Parcel 

Property Class

Zoning Class

Exemption Class

Mapping Code


Subdivision

Lot Number


Developed Property

Active



Inactive Reason

Inactive Date 

Updating Address

 Improvements

Jurisdiction **Jurisdiction 1** Status **Active**
Primary Address **135 Fake RD** Inactive Date
Troy, MI 48084 Inactive Reason

Improvement  Default - Steven Taylor 

General ✓ Specifications User-Defined Fields Documents

Active Year Built
Inactive Reason Improvement Type
Inactive Date Improvement Class
Habitable Structure Improvement Usage
Owner Occupied Number of Stories
Tenant/Description Primary
Occupancy Type

New **Save** **Delete** **Reset**

Address	City	State	Zip	Primary
135 Fake RD	Troy	Michigan	48084-	✓

New **Delete**

Updating Address

Improvements can have multiple addresses

Parcels can have multiple improvements

Splitting/Merging parcels is based on improvements

Updating Address

Improvements

Jurisdiction **Jurisdiction 1** Status **Active**
Primary Address **135 Fake RD** Inactive Date
Troy, MI 48084 Inactive Reason

Improvement

General Specifications User-Defined Fields Documents

Active
Inactive Reason
Inactive Date
Habitable Structure
Owner Occupied
Tenant/Description
Occupancy Type

Year Built
Improvement Type
Improvement Class
Improvement Usage
Number of Stories
Primary

New **Save** **Delete** **Reset**








Address	City	State	Zip	Primary
135 Fake RD	Troy	Michigan	48084-	✓

New **Delete**





New Improvement



New Address

Updating Owner

       Owner Information





Jurisdiction **Jurisdiction 1** Status **Active**
Primary Address **135 Fake RD** Inactive Date
Troy, MI 48084 Inactive Reason

Ownership Change   04/10/2024 - Sale of Property  

Locked **No**
Transfer Date 
Transfer Type 
Transfer Price
Deed Book Number
Deed Page Number
Deed Number
Valid Sale

[New](#) [Save](#) [Delete](#) [Reset](#)

Owner	Type	% of Ownership	Contact Type	Primary
<input type="text" value="Contains..."/>	<input type="text" value="Equals..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Taylor, Steven		100		<input checked="" type="checkbox"/>

1 - 1 of 1 records   Prev 1 Next   Show 50 records

[New](#) [Delete](#)

Ownership change

Add Owner

Updating Owner

Ownership Change Information

Transfer | Owner | Contact Info

Transfer Date: 05/01/2024

Transfer Type: AC - Assessing Change

Transfer Price:

Deed Book Number:

Deed Page Number:

Deed Number:

Valid Sale:

OK Cancel

Ownership Change Information

Transfer | Owner | Contact Info

Last Name/Business: Kasper

Middle Name:

First Name: Timothy

Suffix:

Name	SSN/Fed Tax ID	Driver's License
Kasper, Timothy		
Kasper, Timothy		

Primary:

Type: Owner

Contact Type:

% of Ownership: 100%

Fed Tax ID:

State Tax ID:

OK Cancel

Questions



Your feedback is important

Please complete the session survey via the mobile app

We read every submission

We use your input to guide content for future sessions and to improve our presentations



CONNECT